



PARENT – SCHOLAR HANDBOOK
2017–2018



SUBURBAN PARK ELEMENTARY SCHOOL

310 Thole Street
Norfolk, Virginia 23505
Phone 757-531-3118

Mrs. Brenda P. Shepherd
Principal

Ms. Beverly Ellis
Assistant Principal

**WELCOME TO THE HOME OF THE DYNAMIC
DOLPHINS!**

This handbook has been prepared as a ready source of information for scholars and their parents. The information presented will enable you to answer for yourself many of the routine questions you may have with regard to Suburban Park Elementary School.

It is our goal to provide a world class education for all of our scholars. Therefore, your comments, suggestions, cooperation and interest are valuable resources to our school. We encourage you to visit our school often and ask that you sign in at the office before visiting classrooms.

CALENDAR FOR NORFOLK PUBLIC SCHOOLS

Listed below are the dates children **WILL NOT** be in attendance during the **2017-2018** school year:

October 9	Professional Development Day/Columbus Day
November 7	Election Day/Virtual Teacher Day
November 11	Veterans Day
November 23-24	Thanksgiving Holidays
December 20-January 1	Winter Holidays
January 15	Martin Luther King Jr. Day
February 19	Presidents' Day
April 2-6	Spring Break
May 28	Memorial Day
June 15	Teacher Records Day

STAFF DEVELOPMENT: EARLY RELEASE DAYS

Staff development activities will be conducted as indicated. Students will be released at 1:25 p.m. on: September 29, November 22, March 2 and March 30.

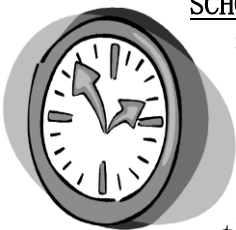
Other Designated Early Release Days

Last Day of School

June 11, 12, and 13 12:45 p.m. June 14 12:45 p.m.

Please refer to the Academic Year Calendar at the end of this handbook for additional information.

SCHOOL HOURS AND DISMISSAL INFORMATION



School begins at 8:55 a.m. for scholars. No scholar is permitted in the building before 8:25 a.m. unless he/she is enrolled in the Before Care Program or has been given permission to do so by the building administrators. Scholars will be participating in the *Breakfast in the Classroom Program* for the school year. Upon entering the building, scholars will report to designated stations to pick up their breakfast and then report to class. Those who do not wish to eat breakfast at school should report directly to class. No loitering will be permitted in the hallways. Should scholars have the need to take care of personal needs upon entering for the day, they are to report to class to obtain a pass from their teacher **FIRST**. No scholar will be allowed to visit the restroom facility or any other part of the building without first reporting to his/her class. All scholars are expected to be in their rooms at 8:55 a.m. If your child enters school after 9:00 a.m., he/she must obtain a pass to class from the table situated in the front corridor. A parent/legal guardian and a tardy note explaining the reason for being tardy must accompany the scholar when he/she arrives to school late.

Parents will NOT be allowed to escort their children to class EXCEPT during the first week of school. Your cooperation is greatly appreciated as you exit the grounds in an expedient manner upon dropping off your child so that teachers may begin the instructional day. For additional information, please refer to the letter regarding safety and security at the end of this handbook.



Dismissal times and locations are as follows:

Pre-Kindergarten 3:15 p.m. - Parent pick-up at rear door of each classroom.

Kindergarten - Grade 5 3:15 p.m. - Parent pick-up, walkers, day care riders, YMCA participants to cafeteria.

Kindergarten - Grade 5 3:20 p.m. - Scholars escorted to assigned buses by staff members after each bus' arrival has been announced.

Grades 2-5 3:30 p.m. - DOLPHINS Program participants report to designated classrooms and YMCA scholars to cafeteria.

At 3:15 p.m. scholars who are picked up on a daily basis will be escorted to the cafeteria and be seated by grade level. Parents are to enter through the **RED CAFETERIA DOORS** facing Thole Street, near the parking lot. Look for the grade level signs. A grade level team member will dismiss child(ren) to the authorized adult, eighteen (18) years or older. Parents/Authorized adults will exit the building through the same **RED DOORS entered**. **NOTE:** All scholars are expected to go directly home/to their destinations upon dismissal unless they have obtained prior written permission from their parent/legal guardian to remain for an after school activity.

Under no circumstances will any child be granted permission to go home with another parent/scholar or be allowed to alter his/her regular means of getting home unless a written note is sent to the teacher from the parent/legal guardian.

All persons eighteen years and older authorized to pick up children should be clearly outlined on the *Student Information Form* provided to all parents on the first day of school and included at the end of this handbook.

STUDENT RELEASE/PARENT PICK-UP

Where at all possible, please schedule all of your child's appointments/commitments either before or after the school day so that he/she may take advantage of the entire day of teaching and learning. Parents who wish to pick up a child during school hours must report to the main office to sign him/her out.



Parents/Legal Guardians are also asked to avoid signing out children between 2:45 p.m. - 3:20 p.m., as this is one of our busiest times of the day. In order to safeguard your child, please be sure the *Student Information Form* provided you on the first day of school (and included at the end of this handbook) contains a list of people authorized to pick up the child from school. Should the rare occasion present itself, any person wishing to pick up a child early will be required to present a valid photo I.D. before the child is released. **Persons under the age of 18 years of age will not be allowed to sign out a child. No exceptions will be made.** Because of disruption to student learning, the office will call the classroom for the scholar; visitors are not allowed to go to the classroom without a pass from the office. No scholar will be dismissed early at the classroom door. Any scholar who is dismissed early and returns to school later during the day must be signed back in by the parent/legal guardian in the main office.

ABSENCES/TARDINESS

All scholars are expected to attend class daily and to be on time. Please know that scholars must be in school a total of three hours in order to be counted present for the school day. In the event a scholar is absent from school, a written excuse from the parent, guardian or doctor must be presented when the scholar returns to school. **The excuse should state the date, time and reason for the absence or tardiness. The district's attendance policy indicates that the absence remains un-excused until a note is sent to school. All parents will be notified regularly of their children's excused or unexcused absences. In addition, frequent tardiness has a negative impact on a child's academic progress and may determine whether or not he/she will be promoted to the next grade. All tardiness, especially when frequent in nature, will be closely monitored throughout the year.**

NOTIFICATION PROCEDURES FOR ALL ABSENCES

After:

- Three consecutive days absent- Teacher phone call home or visit from Parent Liaison.
- Five days absent - Teacher contacts parent; written notification sent to parent (see Truancy Policy.)
- Seven days absent - Written reminder of attendance policy sent to parent and/or home visit made.
- Ten days absent - Written notification is sent to parent and a conference required with the administration.
- Fifteen days absent - Written notification sent to parent; conference may be required with in-building administrators.
- Twenty excused or un-excused absences - Norfolk Public Schools' promotion policy states that students may not be promoted to the next grade. A written appeal may be made to the principal if there are extenuating circumstances for the absences.

TRUANCY POLICY

Virginia Law requires that schools take court action against the parent of any student in Kindergarten through grade 12 with unexcused absences in excess of seven days. After seven days of unexcused absences, a committee of representatives appointed by the Norfolk Juvenile Court meets to review student attendance and attendance documents provided, if any. At this time the team will determine if a court petition will be filed with the Norfolk Juvenile Court against the parent.



MONITORING YOUR CHILD'S ACADEMIC PROGRESS

Norfolk Public Schools' ParentVUE is the online portal for parents/legal guardians to check and monitor scholars' schedules, teachers, assignments, grades and attendance. ParentVUE is a powerful tool allowing parents to serve as full partners in their scholars' success. The portal is for both teachers and parents and has become robust over time as teachers and parents learn how to use all its features. Parents may monitor their children's academic progress **prior to progress reports and report cards being distributed.** Please log on to our district's website to access this valuable educational tool.

INFORMAL PROGRESS REPORTS – REPORT CARDS

Informal Progress Reports are distributed at four week intervals. The progress report indicates if your child is currently passing, failing or needs improvement in each of the academic areas. The report card is issued four times a year at the end of each nine week session. An interpretation of grades, work habits and behavior is included on the report card.

The attendance record for each scholar is also reported. Parents are requested to sign reports, attend conferences, if necessary, as well as make comments at each reporting period. You may monitor your child's progress regularly by logging on to *Synergy*.

Distribution Schedule for the 2017-2018 School Year	
Informal Progress Reports	Report Cards
October 18, 2017	November 22, 2017
January 10, 2018	February 7, 2018
March 14, 2018	April 25, 2018
May 23, 2018	June 14, 2018

Promotion Policy

Norfolk Public Schools has established certain guidelines that your child must meet in order to be promoted to the next grade level. These guidelines are posted on our school's website will be sent to you at the beginning of the school year. Please read them carefully so that you can monitor your child's progress toward meeting these requirements.

HOMEWORK REQUIREMENTS

Homework is an extension of learning opportunities and an integral part of the teaching and learning process. Homework assignments can also pinpoint learning problems, prepare students for the next day's discussions, and cultivate independent problem solving skills. Homework is assigned Monday-Thursday and can include weekend assignments, such as projects. The Norfolk Public School System has adopted the following homework schedule:

Kindergarten and Grade 1	minimum of 30 minutes daily
Grades 2 and 3	minimum of 45 minutes daily
Grades 4 and 5	minimum of 60 minutes daily

DRESS CODE POLICY

Student dress should be appropriate for the age, grade level, stage of development and physical facility. Suburban Park has a **MANDATORY** school uniform policy. **Scholars are expected to be in full uniform Monday through Friday beginning the first day of school and continuing until the last day of school.** In order to ensure that the education process is conducted in an environment where safety risks and disruptions are minimized, all scholars will adhere to (1) the standards set forth in Norfolk Public Schools' Dress Code; and (2) any requirements imposed at individual schools that have properly adopted a uniform policy.



Please refer to the *Mandatory Uniform Program* information shared with you via your child's end of year report card, upon registration, the first day of school and at the end of this handbook. Give particular attention to consequences surrounding non-compliance.

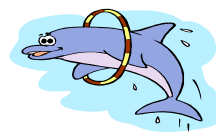
SUBURBAN PARK SCHOOL WIDE DISCIPLINE PLAN

It is the policy of Norfolk Public Schools to encourage student conduct that will promote good health, reasonable standards of behavior, effective citizenship and a favorable atmosphere for learning. Therefore, Suburban Park has created a School-Wide Discipline Plan that requires ***ALL*** scholars to be good citizens in order to promote a safe and orderly environment. Scholars who fail to obey the rules and regulations will be disciplined in accordance with the policies and procedures outlined in the *Student Code of Conduct Handbook* for Norfolk Public Schools.

Suburban Park' s School-Wide Classroom Management Plan:

At Suburban Park, scholars will:

1. Use appropriate school language at all times.
2. Keep hands, feet, and objects to themselves.
3. Respect themselves, classmates, adults and all school property.
4. Follow directions at all times.
5. Move silently throughout the building at all times.



All teachers use the above five core rules as part of their classroom discipline plan. On occasion, teachers and scholars will add to the above plan to meet the needs of their classroom. Teachers post a copy of the plan, along with a consequence and reward system, in their classrooms.

Suburban Park is determined to maintain high standards of excellence for scholars and staff, every day, no exceptions. Therefore, behaviors that disrupt the safe, secure and disciplined learning environment will not be tolerated. The school division takes a strong stand on behaviors that threaten the working environment of staff and impede the academic success of our scholars. Incidents of this nature can lead to a long-term suspension with re-admittance determined by members of the School Board. You are strongly encouraged to read the *Student Code of Conduct Handbook* for more details about the consequences of such actions.

1. Students should never bring weapons, real or look-alike, on school grounds!
2. Students should never use any instrument, including toys, as a weapon!
3. Students should not verbally, in writing or via electronic transmission, threaten to strike, attack or harm another person or facility.
4. Students should not hit or strike any staff member!
5. Students should not start a fire or attempt to start one for any reason!

PRINCIPAL' S DISCRETION



In instances when the teacher and/or other school personnel have used the general discipline guidelines to promote discipline without success, the concern(s) are referred to in-building administration. The administration has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of district policies and regulations. **Whenever appropriate, parents will be involved in the discipline process.**

If your child should be referred to the administration for disciplinary actions, the following routine is generally implemented:

- 1st offense-Warning/Behavior Essay/Time out with another classroom within the building/Conduct Notice
- 2nd offense - In-School Suspension (when available)
- 3rd offense- Out-of-School Suspension

PLEASE NOTE: These actions are handled on a case-by-case basis. There may be an incident so serious that suspension or possible expulsion could result **immediately**. Incidents such as, but not limited to, fighting, pulling of a fire alarm, bullying, imitation of gang like behavior or look-alike drug paraphernalia, disrespect and bringing weapons (real or toy) to school will result in immediate suspension from school. Disciplinary offenses are outlined in the *Code of Student Conduct Handbook* that you and your child are to receive, review and sign in September.

PARENTS' ROLE IN DISCIPLINE

Parents play a major role in the behavior of their children at school. It is pertinent that the importance of good behavior and getting a good education are stressed. Set high expectations for your child, and provide appropriate recognition when he or she has behaved. Talk with your child each day before school about good behavior, and set guidelines that are fair, consistent, and enforceable. Communicate regularly with your child's teacher. Please, never say negative things about the school or school personnel in front of your child. If you have concerns, contact the teacher immediately. Every effort will be made to clarify any misunderstanding and find quick solutions to problems.

CONFERENCES

To keep up to date on your child's progress, to discuss a point of difficulty encountered by him/her, or to discuss any other topic related to the development of the child, conferences between parent and teacher are desirable and necessary.



Therefore, parents are urged to communicate with the teacher(s) before contacting the administration. As we encourage you to be a part of your child's school experience, we must ask you to respect the teacher's instructional time with your child.

Teachers cannot be disturbed during the instructional day for conferences. To arrange a conference, please send a note to the teacher specifying a desired date and time you wish to meet. The teacher will make every effort to confirm your requested time within twenty-four hours to forty-eight hours. If your child's teacher does not respond to your request, please contact building administration. Conferences with teachers or administrators will be held during the times listed below:

Morning: 8:15 a.m. – 8:30 a.m.

Afternoon: Any time after 3:35 p.m., agreed upon by the teacher and parent or anytime during the teacher's individual planning block, agreed upon by the teacher.

BUS SAFETY AND SERVICES

Virginia State Law forbids the passing of a school bus when loading or unloading students. This law also applies to school grounds. In addition, all school rules apply from the moment your child leaves home in the morning and returns home in the afternoon. Misbehavior, fighting or disobeying the bus driver will not be tolerated. Students who misbehave can endanger the lives and safety of themselves and other students on the bus. School board policy states that a driver may recommend suspension of bus transportation for a student who will not follow the driver's warnings. When a student is removed from the bus, it is the responsibility of the parent/guardian to provide transportation to and from school.

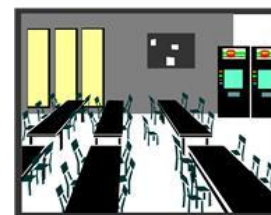
Bus service is provided for scholars living a mile or more from school or when walking would be hazardous (situation assessed and a final decision made by personnel in the district's Department of Transportation). Scholars should arrive each morning at the bus stop five minutes before the scheduled pick up time. Scholars are expected to remain at the bus stop until the bus arrives or until other notification is given. If, for some reason, you do not want your child to ride the bus home on a specific day, a note must be provided and given to your child's teacher. Otherwise, your child will be placed on his/her assigned bus to be transported home. If you need your child's bus stop or assigned bus changed, you must complete a Request for Transportation



form in the school's main office. This form will then be faxed to the Department of Transportation for approval. Until approval is granted, your child must ride his/her assigned bus.

CAFETERIA INFORMATION

Lunch will be served daily in the school cafeteria. Scholars have thirty minutes in which to enter the lunch line, get their lunch and eat. Scholars may purchase their lunch or bring it from home. Please do not send anything that must be prepared or heated in a microwave as scholars do not have access to a microwave. If they bring a lunch from home and want to buy only milk, they may do so. Please send healthy foods; avoid candy and similar snacks. Refrain from sending sodas, other carbonated beverages or tea to school for breakfast, lunch or snack. In addition, please ensure that your child brings only a SINGLE serving of packaged items such as chips and cookies for lunch. Further, no sunflower seeds are allowed in school. If you have questions regarding the operation of the cafeteria, please contact the school's Child Nutrition Manager at 531-3118.



Cafeteria Daily Rates

Breakfast	No charge
Lunch	No Charge
Milk	To be determined

*Snacks such as cookies and ice cream may be purchased; however, scholars will be limited to the purchase of one snack. We strongly discourage all Pre-Kindergarten, Kindergarten and first grade scholars from purchasing lunch snacks to further encourage wholesome eating.

Dolphin Café Rules

Keep your area clean, please.	Raise your hand for help.	Stay in your seat at all times.
Speak quietly to your neighbor.	Say, "No, thank you."	Say, "Yes, please."

BIRTHDAY CELEBRATIONS

As you know, a laser-like focus on student success is primary in the school setting. The school must ensure that every child in every classroom is afforded exemplary teaching and learning opportunities on a daily basis. For these reasons, time **cannot** be set aside for classroom parties. In addition, parties **may not** be held in the cafeteria due to the limited amount of time scholars have to eat their lunch and return to their classrooms.

PHYSICAL EDUCATION

The school is fortunate to have a full time Physical Education teacher and assistant at Suburban Park School. All scholars, Kindergarten through grade 5, are required to participate in Physical Education weekly. Scholars will not be excused from Physical Education except with a written statement from their physician.



If a scholar has been ill, the teacher may excuse the scholar, at the written request of parents, from physical activity; however, he or she may go outside with classmates for some fresh air. Scholars in grades 4 and 5 will be given physical fitness tests during the fourth quarter. Scholars should work hard to pass all tests.

It is also important that scholars are properly dressed for all physical education classes. Scholars **will not be excused** from physical education because of their clothing or improper shoes; their participation, however, may be limited depending upon the activity. Girls who wear dresses should bring a pair of shorts to put underneath their clothes. All scholars should wear tennis shoes during their scheduled physical education classes.

MEDIA CENTER

The school media center is available to all scholars and parents for circulation and research. Books may be checked out for a period of two weeks and should be returned on time. No fines are assessed for overdue books, but a scholar may not get another book until the overdue book has been returned. If a book is lost, please notify the media specialist in order that she may inform you of the cost of replacing the book.

INCLEMENT WEATHER

In the event of an emergency, such as severe storm conditions, snow or ice which may create hazardous travel on streets and roads, the Superintendent of Schools may direct early closing of schools or a delay of school opening. The closings will be announced on all local TV and radio stations at frequent intervals.



Anytime during inclement weather you feel the roads are getting hazardous or you don't want your child to walk home, you may pick up your child from school. In such case, it is excellent practice to notify the school before you arrive that you need to pick up your child. Please remember that you must always come to the office to sign out him/her. If you work and find that you are unable to pick up your child, you will need to make arrangements to have your child picked up by a responsible adult, eighteen (18) years or older. The person must be included on the *Student Information Form* sent home to you on the first day of school and at the end of this handbook. It is necessary that the person listed present a valid, picture ID at the time of pick-up. **Student Information Forms will be sent home quarterly for the primary purpose of updating contact information.** In the event your information changes before the forms are sent, please contact the main office or send a letter with your child that includes

the updated information. Please remember that children WILL NOT be released to anyone who is not included on the pick-up list.

Where at all possible, please avoid calling the school for updates on inclement weather details. You are strongly encouraged to listen to the local television, radio stations or *Blackboard Connect* for information as it pertains to the weather and possible early dismissal.

SENDING MONEY TO SCHOOL

May we take this opportunity to caution you to instruct your children concerning their responsibility in caring for money that they must bring to school? **PLEASE SEND ONLY WHAT THEY WILL NEED FOR THAT DAY, AND HELP US TEACH THEM HOW TO USE AND CARE FOR MONEY.**

As teachers are required to turn in all money collected by 10:00 a.m., please do not ask a teacher to take money later in the day. In many cases, we are not able to make change for you. Please plan ahead and send your child the exact amount of money needed for any given day. **For the sake of safety, please do not send any money to school, especially coins, with any Pre-Kindergarten or Kindergarten child.**

Understandably, the school cannot be responsible for money your child loses. The school office and cafeteria are operated on separate accounts. In order to assure accurate credit for monies sent to school, we ask that you not combine lunch money with other monies such as field trips or pictures.

PETS

No animals are permitted on school grounds. Excited children can turn a tame, placid pet into a frightened and dangerous one. Scratches and bites may cause serious infection or disease. Please make every effort to prevent your pet from following your child to school or your child from bringing it to school, whether riding or walking. In addition, please refrain from bringing pets on school grounds when dropping off or picking up your child.

FIELD TRIPS

No scholar will be allowed to go on a field trip with his/her class unless the proper permission form has been signed and returned to school and appropriate behavior is displayed. A ***Parental Consent and Medical Release Form*** will be sent home during the first week of school. This form is good for the entire school year. You will be notified when and if fees are to be charged for field trips.

Parents may be invited to chaperone trips to various points of interest. The number of parents invited will be decided by the teacher based upon the type of trip and space availability. **Prior to accompanying scholars on a field trip, all parents who chaperone must complete an NPS background check and have a current picture ID. This is a free process offered by Norfolk Public Schools.**

The background check should be good for two years. If you plan to chaperone, please take care of these guidelines early in the school year by logging onto our district website for additional information and directions.

HELPFUL INFORMATION FOR PARENTS

Medication

Please refrain from sending medicines to school (including cough drops, aspirin, etc.) with your child, to be taken **by** your child. If your child must take medication at school, you must secure a ***Request for Administration of Medication in Hampton Roads Schools*** form from the main office, have his/her physician complete it and return it to the main office to be filed with the school nurse. Any medication dispensed by school or Health Department personnel must be presented in its original container, accompanied by the appropriate form completed by his/her physician and bearing proper instructions for dispensing.

Change of Address or Phone Number

So that our files may contain accurate information, parents are requested to submit to the office any change of address or contact number(s). Unlisted numbers will be kept confidential. All parents should make available to school personnel current telephone numbers (home, cell, emergency) and where they may be reached during the school day in case it becomes necessary to make contact.

Telephone

Important messages to teachers may be called in to the teacher's voicemail system. Directions on how to call in messages to your child's teacher will be sent home during the first week of school. As a rule, neither staff members nor scholars will be called to the telephone during school hours. Only in an extreme emergency will this occur. Students are generally not permitted to make calls from the office telephone. Office personnel, school nurse or members of the staff will contact the parent should the need arise.

FIRE DRILL	TORNADO DRILL
<p>This is a very important exercise. When staff and scholars hear a loud buzzing sound, it is important to move quickly and quietly to the primary exit indicated on the fire drill map posted in each classroom. The map includes both primary and secondary exits.</p>	<p>To prepare for a tornado drill, students in Norfolk Public Schools will participate in a tornado practice drill during the school year. When there is a tornado practice drill, it is practiced as if there has been given an actual <u>WARNING</u>. Scholars and teachers will move into the hallways next to their classrooms, away from the windows. Scholars in the mobile units must come inside the building. Scholars and teachers will kneel on the floor against the wall, heads facing the wall, in a crunch position, protecting their heads with arms until the drill is completed and "all clear" is announced. A typical drill lasts approximately five minutes.</p>

HEALTH SERVICE

Scholars who become ill or injured at school should report to or be brought directly to the clinic. If the nurse is not in the clinic, personnel should report the illness or injury to the office. If the illness or injury is of such nature that the student should go home, the parent will be notified.

If it is determined that the injury warrants medical attention from sources outside of school, those sources will be contacted. Please inform the school whenever your contact number(s) or address changes so that we may make immediate contact with you. We will keep any unlisted number(s) confidential.

WHEN TO KEEP YOUR CHILD AT HOME

It is important for your child to stay at home during the contagious stages of his/her illness to prevent the spread of infection. Some examples given by the pediatricians are:

- ☑ Cold, flu, sore throats, or persistent cough.
- ☑ Fever of 100 degrees or higher. Wait 24 hours after the fever is gone to send your child back to school.
- ☑ Strep Throat - Child may return after 24 hours with evidence of prescribed antibiotics, along with a physician's note.
- ☑ Pink Eye - (conjunctivitis) – Child may return after 24 hours on antibiotic treatment, along with a physician's note.
- ☑ Vomiting or diarrhea - Child may return when it has stopped and stools are normal.
- ☑ Head Lice - Child may return after hair and home environment have been thoroughly treated. Child must be nit and lice FREE in order to return to school! Child checked by school nurse upon returning to school.
- ☑ Chicken Pox - Child must stay home during the period of breakout until all bumps are dry and crusty (5-6 days).



OTHER SERVICES AT SUBURBAN PARK

School Counseling

Suburban Park School has a school counseling program in place for your child. Its purpose is to encourage your child to be academically successful and, eventually, to be well prepared for college or the world of work upon graduating high school. Guidance services include:

- Academic Guidance and Counseling- assists scholars and their parents with interpreting academic testing and acquiring study and test-taking skills.
- Career Guidance and Counseling- assists scholars in understanding and making plans for future work.
- Personal/Social Guidance and Counseling- assists scholars in understanding themselves, the rights and needs of others and conflict resolution; it encourages individual goal setting.

Services are delivered through:

- Classroom Guidance- a series of classroom lessons conducted by the counselor at various grade levels to promote academic, personal/social and career development of all scholars.
- Small Group Counseling- allows scholars to share mutual concerns with their peers. Emphasis is upon problem solving, the development of positive attitudes and effective personal skills.
- Individual Counseling- helps scholars learn more efficiently and effectively, with emphasis on identifying concerns early before they become overwhelming.

All information shared with the counselor remains confidential unless it may present harm or place the child or others in a volatile situation. Materials used by the counselor may be reviewed at any time during any school day by calling the counselor for an appointment. If you do not want your child to participate in the school counseling program, please write a letter to your child's teacher requesting that he/she not be included.

PARENT LIAISON

Norfolk Public Schools established a corps of trained staff members who work to increase parental involvement in schools and promote parent participation in their child's education. The Parent Liaison program is designed to:

- Help parents develop an awareness of their role as their child's first and primary teacher.
- Increase parent/family participation in school activities.
- Increase the number of parents in adult education programs and family services.
- Help parents develop effective parenting skills.
- Assist with the coordination of family, community and school partnerships.
- Engage parents and families in partnerships that support the academic work of children.
- Provide training to parents as detailed in each school's parent involvement plan.
- Assist with strategies to increase student attendance.
- Help parents understand federal and state policies and objectives concerning their child's education.

Please feel free to contact the school's parent liaison at 757-531-3118 for further information regarding her role at the school.

****Please note the following:**

- Academic Year Calendar
- Safety and Security Information
- Student Information Form
- Mandatory Uniform Program Expectations
- Promotion Policy/Grading Scale
- Code of Conduct - http://www.npsk12.com/pdf/Standards_of_Student_Conduct_2017.pdf

School Board Members

Mr. Rodney A. Jordan, Board Chair

Ms. Courtney R. Doyle, Board Member

Dr. Noelle Gabriel, Vice Chair

Dr. Brad N. Robinson, Board Member

Rev. Edward K. Haywood, Board Member

Mrs. Yvonne P. Wagner, Board Member

Ms. Tanya K. Bhasin, Board Member

Mr. Arturo A. Mendoza, Student Representative

Dr. Melinda J. Boone, Superintendent of Schools

Dr. Kipp Rogers, Chief Academic Officer

Mrs. Jacqueline Chavis, Executive Director